

- Vacancy Announcement -

Pending strategic hiring approval, the Indiana Housing & Community Development Authority anticipates hiring an individual to serve as a CSBG and EAP Program Monitor. Salary for this position ranges from \$36,000 to \$40,000, commensurate with relevant education and experience.

To be considered for this position, applicants must submit an online profile at the State's job bank website and email a resume to jkovacs@spd.in.gov, and taedwards@ihcda.in.gov, listing "IHCD A CSBG and EAP Program Monitor" as the email subject. To submit an online applicant profile visit <http://www.in.gov/spd/2334.htm> and follow the instructions. Resumes are being accepted until further notice.

Job Description:

The Program Monitor is required to visit off-site locations through the State of Indiana throughout the year and therefore travels at least 50-75 percent of the time.

This position oversees sub-recipient monitoring and reporting and provides training and technical assistance for the Community Services Block Grant and Low Income Home Energy Assistance Program, both of which are funded by the Department of Health and Human Services. Managing the sub grantee monitoring process includes writing and distribution of monitoring notices, conducting onsite visits, timely reporting, tracking, follow up correspondence, and corrective action plans. This position will also conduct comprehensive administrative reviews for at least 11 sub grantees of the Community Services Block Grant annually and will conduct a data analysis of monitoring results from monitoring reports. The position must monitor client eligibility files reviewed by the selected monitoring contractor for the Low Income Home Energy Assistance Program annually, and evaluate the appropriateness and proper application of sub grantee cost allocation plans.

Qualifications:

A Bachelor's degree in business or related field is strongly preferred along with at least 2-3 years of experience working with non-profit organizations. Experience working with Community Action Agencies and federal grant funding is preferred. Experience with cost allocation or non-profit accounting is helpful. Due to required travel, a valid driver's license is required. Qualified candidates must be able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels. The selected candidate must be Proficient with Microsoft Office and must be able to develop and host webinars and conference calls.